ESTABLISHING AND UPDATING DTS POLICIES AND ADMINISTRATIVE RULES

Status: Active Policy
Effective Date: February 16, 2006 through June 30, 2006
Last Revised: N/A
Sponsor: J. Stephen Fletcher, CIO
Authority: *UCA §63-46a-1, et seq. (Utah Rulemaking Act); UCA §63F-1-106, et seq., UCA §63F-1-206, et seq. (Utah Technology Governance Act); Utah Administrative Code R15-3*

2.1 PURPOSE

This policy provides for the development, revision, approval, and repeal of internal policies, enterprise policies, and administrative rules for the Department of Technology Services (DTS). Additionally, this policy provides exclusive authority to the Executive Director (CIO) for the promulgation of internal policies, enterprise policies, and administrative rules for DTS.

2.1.1 Background

Policies and administrative rules identify and define an agency's regulatory framework. Policies and administrative rules may also define how agency resources and/or services are to be utilized or provided to a class of persons or another agency.

2.1.2 Scope

This policy applies to all employees within the Department of Technology Services.

2.1.3 Exceptions

None

2.2 DEFINITIONS

Administrative Rule
A formal written statement used to inform and regulate the actions of a class of persons or another agency. Once codified, an administrative rule has the binding effect of law and may be enforced in a manner similar to a statute. (See also UCA §63-46a-1, *et seq.* and Utah Admin. Code R15-3.*)*

Enterprise Policy
A formal written statement used to inform and regulate the actions of another executive branch agency or a class of persons within another executive branch agency. (See also UCA §63F-1-206, *et seq.*)

Internal Policy
A formal written statement used to inform and regulate the actions of a class of persons within the Department of Technology Services.

2.3 POLICY

The Executive Director (CIO) is authorized to approve, categorize, promulgate, and repeal policies and administrative rules for the Department of Technology Services (DTS). The CIO may designate an employee of the department to assist with the DTS policymaking and rulemaking process. DTS policies and administrative rules shall be kept current and made available to all relevant audiences in a timely manner.

2.3.1 DTS Internal Policymaking Process

2.3.1.1 The DTS internal policymaking process shall be managed by the CIO, or a designee identified by the CIO.

2.3.1.2 The CIO may designate an employee of the department to serve as a DTS Policy Coordinator. The DTS Policy Coordinator shall assist with the development and enforcement of a uniform process for the approval, revision, and repeal of DTS internal policies.

2.3.3.3 Whenever practical, DTS internal policies shall provide procedures, written in plain language, for the administration and maintenance of the policy.

2.3.3.4 When authorized by the CIO, department subdivisions may develop subordinate policies and procedures that are consistent with department internal policies and procedures.

2.3.2 DTS Enterprise Policymaking Process

2.3.2.1 The DTS enterprise policymaking process shall be managed by the CIO, or a designee identified by the CIO.

2.3.2.2 The CIO, or the DTS Policy Coordinator, shall provide notification to DTS employees and members of the Governor's Cabinet whenever a DTS enterprise policy is implemented, revised, or repealed.

2.3.2.3 DTS enterprise policies may provide procedures for the administration and maintenance of the policy.

2.3.3 DTS Administrative Rulemaking Process

2.3.3.1 The DTS administrative rulemaking process shall be managed by the CIO, or a designee identified by the CIO.

2.3.3.2 The department shall provide notification to DTS employees whenever a DTS administrative rule has been implemented, revised, or repealed.

2.4 RELATED DOCUMENTS

- Rulewriting Manual for Utah: Rulewriters, 12th Ed., Version 1.0.0 (2006, Utah Department of Administrative Services—Division of Administrative Rules)

Document History

Next Review: May 15, 2006
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